Energy Time & Attendance System (ETA)

ETA/ETAC Pre-Installation Instructions

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1. What is ETA?

The Energy Time & Attendance (ETA) system was developed to support the duties and responsibilities of DOE Timekeepers. ETA is both the name given to the Timekeeper Module, and the overall system. The ETA system is made up of three modules; the Timekeeper's Module (ETA), the ETA Coordinator (ETAC) module, and the ETA Monitor (ETAM) module.

The ETA is a PC-based application which provides the timekeepers with all of the functionality needed to perform the duties and responsibilities associated with the timekeeping function. Some of these duties include:

- Maintaining Block/Timekeeper unit information
- Maintaining timekeeper information
- Establishing and maintaining alternate timekeeper information
- Establishing and maintaining certifying official information
- Establishing and maintaining basic employee information
- Establishing and maintaining tour of duty (TOD) information
- Maintaining pre-established time and attendance (T&A) data
- Editing and preparing overtime authorization requests
- Editing and preparing standard format memos
- Recording and reporting employee current T&A data
- Recording and reporting supplemental and correction T&A data
- Preparing T&A data transmission files

The ETAC and ETAM modules were developed to support the duties and responsibilities of Headquarters Payroll Technicians, Field Office Payroll Liaisons, and ETA Coordinators (ETACs). ETAC and ETAM are integral parts of the overall ETA system.

An ETAC is a person responsible for the coordination of T&A submissions (uploading to the DOE Headquarters Germantown Mainframe) for a group of timekeepers that are using the ETA system. This person, and the timekeepers that make up their area of responsibility will be appointed and defined by their organization. The ETAC would be responsible for:

- Uploading current T&A data
- Uploading supplemental and correction T&A data
- Distribution and installation of ETA software to timekeepers, both for initial installations and the installation of new releases of ETA software
- Distribution of ETAC software to alternate ETACs
- Other administrative duties prescribed by the DOE Headquarters Payroll Office.

The ETAC and ETAM modules will allow ETACs to consolidate ETA Timekeeper data files, transmit them to the DOE Headquarters Germantown Mainframe, monitor the status of the transmitted files, and provide additional tools to perform the functions of an ETAC.

The ETAC module is a PC based system. ETACs will use this module to perform the following functions:

- · Consolidate Timekeeper Data Files
- · Create Installation Diskettes for Timekeepers and other ETACs
- · Change Timekeeper Passwords
- · Establish and Maintain Your ETAC Profile
- · Add New ETACs or Delete ETACs
- · Prepare Authorizations for new or alternate ETACs

The ETAM module is a Mainframe COBOL/CICS system. While ETACs will generally use ETAM to transmit T&A data to the DOE Headquarters Germantown Mainframe, Payroll Technicians and Field Payroll Liaisons will use ETAM to check the status of T&A data transmissions. ETAM supports the following functions:

- · Transmit T&A data to the DOE Headquarters Germantown Mainframe
- · Check the status of current T&A submission for the ETAC's responsible area
- · Check the status of any supplemental or correction T&A data for the ETAC's responsible area
- · Download new releases of ETA and ETAC software
- · Authorize new users of the ETAM system (Headquarters Payroll Office only)
- · Maintain the Block/Timekeeper information file (Headquarters Payroll Office only)

The ETA and ETAC modules are installed separately. Prior to the installation, each PC should be checked to ensure that the configuration is appropriate for the ETA or ETAC software.

2. ETA Pre-Installation Setup Instructions

The actual installation of the ETA (Energy Time & Attendance) software should be performed by the Energy Time & Attendance Coordinators (ETACs). Part of the function of an ETAC is to install software for timekeepers and alternate ETACs; so they should be familiar with the installation process.

Before the installation is performed, each workstation must be checked to verify that the minimum hardware requirements are met, and also that the CONFIG.SYS file is set properly.

2.1 Hardware Requirements:

> A Personal Computer (486 minimum)
> Color Monitor
> A 3.5-inch diskette drive
> At least 640 Kbytes of Random Access Memory (RAM)
> Printer (LASER recommended)
> Disk Operating System (DOS) (DOS Version 5.0 or any Windows DOS version)

Approximately 1 Mbyte of hard disk space is required for the ETA software, and another Mbyte for the ETA data files and the Clipper Swappath. It is recommended that 2 Mbytes be available for ETA. Note that while the software might be located on a network server, or on a drive other than C:, the ETA data files and the Clipper Swappath must be located on the C: drive.

The ETA software requires approximately 450 Kbytes of RAM to execute. Of the 640 Kbytes available to DOS, some is used for the operating system and additional RAM can be used for Memory-Resident Programs (TSRs). If a TSR uses a significant amount of RAM, that TSR should be unloaded before executing ETA. If DOS version 5.0 or greater is being used, it is recommended that DOS be loaded into high memory, as well as any TSRs that can be loaded into high memory.

Check to see if the SHARE.EXE program is executed either in the AUTOEXEC.BAT or in other .BAT files. If SHARE.EXE is loaded, make sure the version of ETA is 1.03 or greater. Previous versions of the ETA software will have problems with SHARE.EXE.

2.2 Workstation Configuration Modifications:

Prior to the installation of the ETA software, changes may be required to the configuration of the workstation.

ETA uses the xcopy (or xcopy32) DOS command. For this command, a set statement should be added to the autoexec.bat (or autoexec.nt) file. This set statement should be: "SET COPYCMD=/Y". Although this set command is in the eta.bat file, some workstations, especially those that are executing the eta.bat from a network server, will still not apply the set command. Autoexec.bat or autoexec.nt should be in the WINNT/SYSTEM32, WINDOWS/SYSTEM32, or WINDOWS/ SYSTEM directory).

Like the "set copycmd=/Y" above, some Windows 2000 workstations using ETA on a network will not recognize the "Set Clipper" command in the eta.bat file. To resolve this, add the "set clipper=F:75" to the autoexec.nt file.

A change to the CONFIG.SYS file might be required. If the number of files that DOS can have open is less than 75, increase it to at least 75. This can be done by either adding a statement to the CONFIG.SYS file, or by increasing the number in the existing FILES statement. Either way, the CONFIG.SYS should contain the following statement:

FILES=nn   (where nn is a number equal to or greater than 75)

For Windows NT 4.0 and Windows 2000, the CONFIG.SYS is called CONFIG.NT. The file is located in the WINNT/SYSTEM32 directory. The same modifications are to be made to this file as noted above for the CONFIG.SYS file.

Note that in Windows ME, using the Files= statement in config.sys (or config.nt) does not work. To increase the number of files, change (or add the statement) PerVMFiles=70 in the system.ini file. The statement should be in the 386Enh section.

Verify that xcopy.exe or xcopy32.exe is located on the workstation and that the path statement includes the path to the directory containing it. A "Set Path" statement will need to be in the autoexec.bat (or autoexec.nt) file with the path to where xcopy.exe is found (usually WINNT/SYSTEM32, WINDOWS/SYSTEM32 or WINDOWS/ SYSTEM).

As part of the file copy process, ETA will attempt to write a file (xcop.txt) to the local harddrive (C:/). If the user does not have rights to create and write to this file, the ETA backup will not function. Keep in mind that administrator rights in Windows 2000 does not necessarily mean that the user can write to the C: drive. Go to a DOS window and try to actually create the file and see if any errors occur. Some Windows 2000 installations have a problem when ETA is in full screen mode. If you are using full screen mode, try switching to a windowed mode and see if that corrects the problem.

For users of DOS version 6.0 and above (this includes Windows 3.1, 3.11, 95, 98, and NT), if the EMM386.EXE program is used, make sure the NOEMS and NOVCPI parameters are specified. The RAM parameter can also be used in place of NOEMS/NOVCPI. If MemMaker is installed, remove the DEVICE statement for EMM386.

2.3   Menu Systems and .BAT Files

When the ETA software is installed, a .BAT file is included in the \ETA subdirectory. This .BAT file, ETA.BAT, contains the commands needed to execute ETA.

If a menu system (e.g., AUTOMAXX, PCOFFICE, etc.) is installed on the standalone Personal Computer (PC), add ETA to that menu by calling the ETA.BAT file, or by coding the following commands. If no menu system is present, The ETA.BAT file can be copied into the root directory or \BAT subdirectory. Note, however, a subsequent release of the ETA software might contain changes to the ETA.BAT file.

As of the current release of ETA, the ETA.BAT file contains the following commands.

C: (change to the drive containing the ETA directory)
SET CLIPPER=F:75   (set environment variables for the ETA software)
SET COPYCMD=/Y(eliminate prompt for file overwrite in xcopy)
CD\ETA\SOFT   (change to the ETA Software subdirectory)
ETA //SWAPPATH:C: (execute the ETA software, set the SWAPPATH to C:)
CD   (change to the root directory after exiting ETA)

For Local Area Network (LAN) installations, the LAN Administrator will be responsible for adding ETA to the network menu. This same .BAT file, or the appropriate commands should be used in the network menu system.

For Windows users, an ETA Icon and a special .BAT file have been developed. Contact the Departmental Implementation Coordinator or the ETA Hotline for information on these files.

3.   ETAC Pre-Installation Setup Instructions

3.1   Hardware Requirements:

> A Personal Computer (486 minimum)
> Color Monitor
> A 3.5-inch diskette drive
> At least 640 Kbytes of RAM
> Printer (preferably LASER)
> Disk Operating System (DOS) (DOS Version 5.0 or any Windows DOS version)
> Modem, Data Path Unit (DPU), or Internet connection to the Department of Energy (DOE) Germantown Mainframe.
> Telecommunications Software (The IBM PC/HOST File Transfer and Terminal Emulator (FTTERM) is recommended for standalone PCs, for Internet connections, a package that supports TN3270 and the IND$FILE file transfer program is needed. Attachmate Extra! Version 5.0 or greater is recommended)

Approximately 1.1 Mbyte of hard disk space is required for the ETAC software. Approximately 500 Kbytes of disk space is required for the ETAC Consolidation and backup files. It is recommended that 2 Mbytes be available for ETAC.

The ETAC software requires approximately 450 Kbytes of RAM to execute. Of the 640 Kbytes available to DOS, some is used for the operating system, additional RAM can be used for TSRs. If a TSR uses a significant amount of RAM, that TSR should be unloaded before executing ETAC. If DOS version 5.0 or greater is being used, it is recommended that DOS is loaded into high memory, as well as any TSRs that can be loaded into high memory.

Check to see if the SHARE.EXE program is executed either in the AUTOEXEC.BAT or in other .BAT files. If SHARE.EXE is loaded, make sure the version of ETAC is 1.03 or greater. Previous versions of the ETAC software will have problems with SHARE.EXE.

For users of DOS version 6.0, if the EMM386.EXE program is used, make sure the NOEMS and NOVCPI parameters are specified. If MemMaker is installed, remove the DEVICE statement for EMM386.

For Windows users, if an EMM386 statement is present in the CONFIG.SYS file, make sure the path points to the /WINDOWS directory. The DOS 6.0 version of EMM386 causes some problems with the ETAC software while the Windows version works fine.

3.2   Menu Systems and .BAT Files

When the ETAC software is installed, a .BAT file is included in the \ETAC subdirectory. This .BAT file, ETAC.BAT, contains the commands needed to execute ETAC.

If a menu system (e.g. AUTOMAXX, PCOFFICE, etc.) is installed on the standalone PC, add ETAC to that menu by calling the ETAC.BAT file, or by coding the following commands. If no menu system is present, the ETAC.BAT file can be copied into the root directory or \BAT subdirectory. Note, however, a subsequent release of the ETAC software might contain changes to the ETAC.BAT file.

As of the current release of ETAC, the ETAC.BAT file contains the following commands.

C:	(change to the drive containing the ETAC directory)
CD\ETAC\SOFT	(change to the ETAC Software subdirectory)
ETAC	(execute the ETAC software)
CD	(change to the root directory after exiting ETAC)

For LAN installations, the LAN Administrator will be responsible for adding ETAC to the network menu. This same .BAT file, or the appropriate commands should be used in the network menu system.

For Windows users, an ETAC Icon and a special .BAT file have been developed. Contact the Departmental Implementation Coordinator or the ETA Hotline for information on these files.

In the ETAC module, two database files, PROFILE.DBF and ETAC.DBF, are locked whenever a user is accessing the update screens for these files. To prevent a user from entering one of these screens, walking away, and preventing other users from using the ETAC module, a timeout feature has been included. This timeout is preset to 999 seconds (a little over 16 minutes).

To change the timeout default, a parameter should be included in the ETAC.BAT file. For LAN installations, a timeout of two minutes is suggested. To set this new parameter, the statement that executes the ETAC software should be changed to the following statement.

ETAC /TIMEOUT=120

Two additional .BAT files should be developed to assist the ETAC in uploading the

ETA Transmission file and downloading new software releases. These .BAT files should be places in the root directory, or in a \BAT subdirectory. You should make sure that the subdirectory that contains the telecommunications software is in the DOS PATH statement.

The first .BAT file issues the SEND command for uploading the ETA Transmission file. This .BAT file should be given the name **SENDETA.BAT**. A sample of this .BAT file follows.

@ECHO OFF
IF '%1'=='' GOTO SYNTAX   (note that after the = is two single quotes)
SEND C:\ETAC\%1\CONSOL.ASC ETAM
GOTO END
:SYNTAX
ECHO.
ECHO USE SENDETA 'USERID'
ECHO WHERE 'USERID' IS YOUR DOE HEADQUARTERS GERMANTOWN
ECHO MAINFRAME USERID. USE THE SAME USERID YOU USE TO
ECHO ACCESS THE ETAC MODULE.
:END
ECHO.

This .BAT file uses a parameter to insert the USERID of the ETAC into the pathname of the consolidated transmission file. For users on a LAN, "C:\" in the pathname should be replaced with the LAN path.
(e.g., "Y:\APPS\ETAC\%1\CONSOL.ASC").

This sample .BAT files uses the format of the SEND command for FTTERM. If another telecommunications package is used, the format of the SEND command could be different. Check your telecommunications package documentation for the correct format if you are not using FTTERM.

The second .BAT file for ETACs assists them in downloading new releases of ETA/ETAC software. This .BAT file, **RECETA.BAT**, contains the RECEIVE command for downloading the ETA/ETAC Software file. A sample of this .BAT file follows.

@ECHO OFF
RECEIVE C:\ETACSOFT.EXE ETAM (BINARY

Whether on a standalone PC or a LAN, the target file for the download, C:\ETACSOFT.EXE, should stay the same. Instructions for processing this file after the download is complete are included in the Energy Time & Attendance Monitor (ETAM) help system.

3.3   Telecommunications Software

ETAC requires connection to the DOE Headquarters Germantown mainframe, either through Modems, DPUs, via a LAN, or via the Internet. If the ETAC software is installed on a LAN, the standard communications method for the LAN can be used if that method supports the IBM IND$FILE file transfer program. For a standalone PC using ETAC, some telecommunications software package will be used.

If the PC will connect to Headquarters via the Internet, we recommend the Attachmate Extra! software. It supports TN3270 communications, the IND$FILE file transfer program, and is extensively used at Headquarters so there is a large knowledge base available to provide support.

If the PC will connect via MODEM, we strongly recommend that FTTERM be used. Other dial-up communications software can be used, as long as the capability exists to override the Host File Transfer Command.

The following are setup parameters for the FTTERM. These parameters generally represent the defaults supplied with the package. If telecommunications software other than FTTERM is being used, then maybe these parameters will help in the setup of that software. The parameters are listed as they appear in the various FTTERM setup panels.

FTSETUP Emulation Parameters
National Language:	01	(US)
Protocol Converter Type:	2	(7171)
Host System:	3	(CICS)
File Transfer Timeout:	1	(1 minute)
Host File Transfer Command:	DOE$FILE	(Changed from IND$FILE)

FTSETUP Session Switch Keys
Key that switches to DOS Session:	15	(Alt F9)
Key that switches to Host Session:	16	(Alt F10)
Key that switches to FTTERM Main Menu:	14	(Alt F8)
Key that switches to Message Session:	13	(Alt F7)

FTSETUP Communications Parameters
Line Speed (baud rate):	9600	
Number of Data Bits:	7	(7 data bits)
Parity:	2	(even parity)
Stop Bits:	1	(1 stop bit)
XON/XOFF Pacing:	Y	(yes)
Communications Port:	1	(COM1)
ROLMphole with DCM Attachment: N	(no)	
LAN:	N	(no)

FTSETUP Key Directory

Use Standard Keyboard Map

FTSETUP Auto-Dial Definition
Name: ETAM (Suggested)
Retry Time: 000
Prefix: <P>.<W>.<W><ENTER><W>:<W>+<W>#<W>
Tele. No.   3-6304
Suffix: <W>...<W><W>><W>
                        Note: This suffix is for use by Germantown users only. For
                        users at Forrestal, the following suffix should be used:
                        <W>&?<W><W>><W>
Auto-Logon: <P><ENTER><W>TYPE:<W>FTTERMC<ENTER>

This sample Auto-Dial Definition is to be used only by Headquarters users,
connecting to the Germantown mainframe via a DPU. Any other users that are
connecting via modem, must change this Auto-Dial definition. The telephone
number listed in the above sample is for Headquarters DPU users only. If you are
using a modem, either in the field or at Headquarters, the telephone number you will
use is FTS 301-903-2201.

For FTTERM, special characters are entered as part of the Auto-Dial Definition.
Following is a list of these special characters and the key sequences used to enter
them.

        <CR>   Ctrl + M
        <ENTER>   F2 + ENTER
        <W>   Alt + W
        <P>   Alt + P
        <C>   Alt + C

If you are using a Hayes or Hayes compatible modem, the following setup
parameters should be used.

FTSETUP Emulation Parameters
National Language: 01   (US)
Protocol Converter Type: 2   (7171)
Host System: 3   (CICS)
File Transfer Timeout: 1   (1 minute)
Host File Transfer Command: DOE$FILE   (Changed from IND$FILE)

FTSETUP Session Switch Keys
Key that switches to DOS Session: 15   (Alt F9)
Key that switches to Host Session: 16   (Alt F10)
Key that switches to FTTERM Main Menu: 14   (Alt F8)
Key that switches to Message Session: 13   (Alt F7)
FTSETUP Communications Parameters
Line Speed (baud rate):   9600   (highest speed supported)

Number of Data Bits:	7	(7 data bits)
Parity:	2	(even parity)
Stop Bits:	1	(1 stop bit)
XON/XOFF Pacing:	Y	(yes)
Communications Port:	1	(COM1)
ROLMphole with DCM Attachment: N	(no)	
LAN:	N	(no)

FTSETUP Key Directory
Use Standard Keyboard Map

FTSETUP Auto-Dial Definition
Name:	ETAM (Suggested)
Retry Time:	050
Prefix:	<P><C>ATZ<CR><W>OK<C>AT&D2DT
Tele. No.	99032201
Suffix: <CR>	
Auto-Logon:	<W>CONNECT<P><P><P><P><P><P><CR>
	<W>TYPE:<C>FTTERMC<ENTER>

Users with other types of modems can determine the Prefix, Suffix, and Auto-Logon
requirements from their modem documentation.

4. ETAC Software Installation

The ETAC software can be configured either on a stand-alone PC system or on a Local Area Network (LAN) File Server. If the ETAC software is to be installed on a LAN, then the LAN Administrator should perform the actual installation.

The ETAC software requires approximately 450K bytes to execute. If you have any memory resident programs (also referred to as terminate-and-stay-resident programs or TSRs) loaded into memory, the ETAC software may not have sufficient memory to execute. Any unneeded TSRs should be unloaded from memory before executing the ETAC software.

You should have been provided with an ETAC/ETA installation diskette, either from your ETA Organizational Representative, or from another ETAC. To install the ETAC software, the following procedure should be used:

1) Insert your ETAC/ETA Software Installation Diskette into the appropriate drive (usually your "A" drive).

2) Change to that drive by typing **A:** (or **B:**, whatever diskette drive letter you are using)

3) If you are installing the ETAC software on a stand-alone PC, you should then type: **INSTALL x**
> Where **x** is the drive you wish to install the ETAC software on, for example, if the software is to be installed on your "C" drive then you would type **INSTALL C:**

If you are installing the ETAC software on a LAN, you should then type: **INSTALL x path**
> Where **x** is the drive you wish to install the ETAC software on, for example, if the software is to be installed on the network "Y" drive then you would type **INSTALL Y:**

> Where **path** is an optional path. To install the ETAC software on the LAN "Y" drive, and in the directory "APPS", you would type **INSTALL Y: \APPS**. Note the space between the drive letter and the optional path. This space between the two parameters is important for a successful installation. Leaving the space out will cause the software to be loaded in your root directory.

> ***Important note:*** Do not include \ETAC in the path for network installations. This install process will automatically create a \ETAC directory. If you specify \APPS\ETAC in the install, the process will install ETAC in the directory \APPS\ETAC\ETAC.

If this is to install a new release of ETAC, the install procedure will overlay most of the existing files. This is expected and there is no need to make a backup of these files or to rename the original directory. In fact, renaming the ETAC directory will result in the loss of all User IDs. The User IDs are stored in the etac.dbf file. If this file is deleted or renamed, the IDs will be lost.

The install procedure will then proceed to load the ETAC files to your PC. After the installation of the software files has been completed, the install program will then initiate the ETAC system. The purpose of starting the ETAC system is to allow you to setup your ETAC ID and profile. To setup the ETAC profile, the ETAC system will display the following screen:

```
╔═══════════════════════ ETAC PROFILE INSTALLATION ════════════════ 99/99/99═╗
║                                                                             ║
║                                                                             ║
║    Department/Pay Office Code    : DN HQ                                     ║
║                                                                             ║
║    Title:   U. S. DEPARTMENT OF ENERGY                                      ║
║                                                                             ║
║    Path to ETAC Data Files       : C:\ETAC                                  ║
║                                                                             ║
║    Path to ETA Transmission File: A:\                                       ║
║                                                                             ║
║    ETAC Name (First, MI, Last)   :                                          ║
║                                                                             ║
║    ETAC USERID  :                                                           ║
║                                                                             ║
║    ETAC Password: ETACSYS                                                   ║
║                                                                             ║
║                                                                             ║
║                                                                             ║
║                                                                             ║
║                                                                             ║
║  F1 - Help   F7 - Save;Exit    <Esc> - Abort                              │  ║
╚═════════════════════════════════════════════════════════════════════════════╝
```

The **bold** fields on this screen sample indicate defaulted values provided for you. You may change any of these values to correspond to your area. You should type the appropriate Department and Pay Office codes into the first field. If you enter the wrong codes, or if you type "??", a pop-up window will appear containing the allowable codes. You can use the cursor to highlight the desired code and press the <enter> key.

The "Path to ETAC Data Files" field will be defaulted based on the drive letter you entered to install the software. This field should not require any changes, and, for LAN installations, should never be changed without coordinating with the LAN Administrator.

The "Path to ETA Transmission File" field will be defaulted to "A:". If you are on a stand-alone PC, this path should be set to either A: or B:, depending on which diskette drive you wish to use to consolidate the timekeeper T&A transmission files.

If you are using ETAC on a LAN and wish to use a sub-directory to transfer files, you should enter the path for that sub-directory. For example; if the timekeepers will place

their T&A transmission files into the "N:\DATA\PROJS\TRANS" sub-directory, then you should enter "N:\DATA\PROJS\TRANS" into this field. Please note that this sub-directory must already exist before you can enter this path.

In addition, there are two blank fields for entering your name and ETAC USERID. The ETAC USERID will be the same as your DOE Headquarters Germantown Mainframe USERID. If you are installing the ETAC software for another ETAC, the name and USERID should be for that ETAC.

The "ETAC Password" field will contain the value "ETACSYS". This is your initial ETAC password. Remember this password. You will need to enter this password the first time you access the ETAC system.

When you have completed entry on this screen, press the <F7> key to save the information. The ETAC system will then automatically proceed to the ETAC Logon Screen. Instructions for this screen can be found in section 2 of this handbook.

If, for any reason, you reinstall the ETAC software, the information you have previously entered will be retained and the ETAC Profile Installation screen will not appear.

5. ETA Software Installation

Prior to installing the ETA software, you first must have an ETA Installation Diskette. You should have been provided with an ETA installation diskette, either from your ETA Organizational Representative, or from another ETAC. This diskette can be created via the ETAC module by selecting option B, Installation Diskette Creation, from the Main Menu.

Selecting option **A** from the Installation Diskette Creation menu will create an installation diskette for the ETA module. This diskette is to be used for installing the ETA module on timekeeper PCs.

Selecting Option **B** will create an installation diskette for the ETAC module. This diskette is to be used for installing the ETAC module, and contains all of the files needed for that new installation to create their own installation diskettes.

Selecting option **C** Will create an initial ETA Data Diskette.

Like the ETAC software, the ETA software can be configured either on a stand-alone PC system or on a Local Area Network (LAN) File Server. If the ETA software is to be installed on a LAN, then the LAN Administrator should perform the actual installation.

To install the ETA software, the following procedure should be used:

1)   Insert your ETA Installation Diskette into the appropriate drive (usually your "A" drive).

2)   Change to that drive by typing **A:** (or **B:**, whatever diskette drive letter you are using)

3)   If you are installing the ETA software on a stand-alone PC, you should then type:
INSTALL x

Where **x** is the drive you wish to install the ETA software on, for example, if the software is to be installed on your "C" drive then you would type **INSTALL C:**

If you are installing the ETA software on a LAN, you should then type:

INSTALL x path

> Where **x** is the drive you wish to install the ETA software on, for example, if the software is to be installed on the network "Y" drive then you would type **INSTALL Y:**

> Where **path** is an optional path. To install the ETA software on the LAN "Y" drive, and in the directory "APPS", you would type **INSTALL Y: \APPS**. Note the space between the drive letter and the optional path. This space between the two parameters is important for a successful installation. Leaving the space out will cause the software to be loaded in your root directory.

> *Important note:* Do not include \ETA in the path for network installations. This install process will automatically create a \ETA directory. If you specify \APPS\ETA in the install, the process will install ETA in the directory \APPS\ETA\ETA.

The install procedure will then proceed to load the ETA files to the PC (or File Server). After the installation of the software files has been completed, the install procedure will terminate and the installation will be complete.

There is no need to make a backup copy of the ETA software prior to installing a new release of ETA. All required files are provided in the new release and prior versions of the software or data files are not usable.